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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

DATE: 2 May 1956

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report #18

I. SIGNIFICANT ITEMS - NoneII. OTHER ITEMS:

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2. Fiscal Account Assistant - [redacted] formerly of Monetary Branch, Finance Division, has been selected as replacement for Chief, Payroll Section. The duties of the position were recently extended to include other fiscal-finance activities. PO/TR will coordinate with Office of the Comptroller to establish the effective date.

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3. Records Control Schedule - The Records Control Schedule for OTR has been approved by all Headquarter's components. [redacted] approval has not been obtained completely, due to the fact that it is necessary to coordinate parts of the Schedule with the Office of the Comptroller.

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C. Report on External Training - The Report on External Training received by CIA employees separated during March 1956 was forwarded to the Director of Training on 30 April.

D. Maxwell AFB - A letter is being prepared to the Commanding General, Maxwell Air Force Base, regarding clarification of "Q" clearances for Agency personnel attending the Air Weapons Orientation Courses. This action is being taken since an inquiry directed to AEC failed to provide a satisfactory answer.

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- E. A & E Briefing - [redacted] briefed a group of A & E Staff employees on 26 April regarding activities of the Processing Section. Emphasis was placed on procedures for handling travel orders, advances, accountings and related matters.
- F. FY 1957-1958 Budget Call - The current tentative Budget Call was discussed in detail on 30 April 1956 with representatives of all OTR Headquarter's components. The deadline for submission of essential data to BFO/TR is 18 May 1956.
- G. 1956 FSI External Training Program - BFO/TR has reviewed the proposal submitted by FSI to cover cost of their services for FY 1956 in connection with the Agency's language and external training program. Analysis will be submitted to D/TR for approval, through C/LETS/OTR.
- H. Reports Control Survey - The recent Reports Control Survey conducted in OTR at the request of the DD/S resulted in recommendations on reporting requirements of the Office of Personnel and the Office of Logistics. These recommendations were forwarded to the Records Management Officer for Reports of the Management Staff who referred the suggestions to the Offices concerned. Acceptance of these suggestions will result in a savings of time and money for OTR.



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